
Subject: Annual Closeout Information

Effective Date: October 1, 2008

Revised from: April 1, 2007

Policy: Corrected or supplemental affidavits that report administrative expenditures for each contract period must be submitted in time to allow the State Agency (SA) to file required closeout reports by deadlines established by USDA. Any corrected or supplemental affidavits must be clearly marked as such, and the period they cover clearly indicated. Closeout or supplemental affidavits for each contract period (October through September) must be submitted by November 15th each year.

Reference: CFR §246.17

Procedure:

All affidavits for a contract period must be submitted prior to November 15th each year. Monthly affidavits submitted per ADM 02.03.00 should enable the Local Agency (LA) to minimize information needed to close out the contract period. Supplemental affidavits may be submitted subsequent to the submission of all other monthly affidavits. These affidavits should be for truly supplemental information and not for corrections to previously submitted affidavits.

LA's may request a limited extension (maximum - two weeks) past the November 15th deadline. This request must be in writing and be submitted to and approved by the SA prior to the deadline. If no supplemental affidavits or requests for extension are received by the deadline, the last affidavit received for the contract period will be considered the final report for that period.

The SA may require repayment of funds received by the LA for various reasons, including improper or erroneous claims reported on affidavits, or claiming an incorrect indirect rate, or contract violations. If this is necessary, the LA will be advised in writing of the reason and the amount of the repayment. Warrants should be made payable to KDHE and submitted to the SA.